



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF, ENVIRONMENTAL HEALTH

Class No. 000958

■ CLASSIFICATION PURPOSE

To administer, manage, and direct a major functional area or several programs within the Department of Environmental Health; to apply current scientific principles and practices in the formulation of integrated policy and procedures related to public health and safety protection including inspection, monitoring, clean up, and enforcement activities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief, Environmental Health Services is an unclassified management class allocated only to the Department of Environmental Health. Under administrative direction, incumbents in this class report to the Director or the Assistant Director, Environmental Health and act as division heads in charge of either a major functional area or several small programs. Chiefs, Environmental Health are responsible for recommending, formulating, and implementing policies and procedures that provide comprehensive, integrated and cost effective regional and county-wide programs which manage, implement, and enforce a wide variety of local, State and Federal environmental regulations and public health and safety codes.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Administration and Supervision

Essential Functions:

1. Directs, organizes, and coordinates multi-disciplinary professional and technical staff (e.g., Environmental Health Specialists, Engineers, Industrial Hygienists, Vector Ecologists, Vector Control Technicians, Building Inspectors, Code Enforcement Officers, Analysts, and other technical and/or clerical classes) in carrying out a variety of sanitary, environmental, and educational programs designed to protect public safety in the areas of water, food, housing, land use, radiological and occupational health, vector control, and hazardous materials through voluntary compliance efforts and enforcement efforts as appropriate.
2. Directs, organizes, and coordinates professional and support staff in carrying out a variety of financial, budgetary, and related administrative functions.
3. Evaluates and authorizes surveys, routine inspections, special investigations, abatement, and enforcement actions that are administrative and legal in nature.
4. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

Policy Administration, Formulation, and Implementation

Essential Functions:

1. Formulates and administers policy in a wide variety of areas such as finance, budget, food and housing sanitation, environmental planning, regulation and enforcement, occupational and radiological health, vector control, growth management, hazardous materials permits, reporting, disposal, clean up and containment, and land use regulation and enforcement.
2. Establishes and implements policies and procedures consistent with sound management techniques and general policies of the County of San Diego.
3. Performs legislative review and analysis.
4. Participates in policy development at the state and national level through professional associations.

5. Drafts ordinances to implement policies within the County of San Diego.

Technical Planning, Research, and Analysis

Essential Functions:

1. Directs the work and may perform specialized and technical duties in planning, organizing, and implementing comprehensive plans and programs for environmentally friendly and scientifically sound methods of utilization of residential, commercial, and industrial land and physical facilities (e.g., researching and analyzing biological, chemical, geological, economic, social, and other factors affecting public health and safety, and the management of the local environment).
2. Participates on state, federal, and community committees and planning boards to design methods, procedures, policies, and services.

Written Communication:

Essential Functions:

1. Writes effective reports communicating environmental programs, impacts, recommendations, and information to the public, government officials, and staff.
2. Writes, edits, revises, and produces final plan reports, draft ordinances, development standards and criteria, technical reports, proposed policies, capital facilities programs, implementation proposals, plan amendments, environmental documents and resolutions, and notices of approval or disapproval for projects.

Oral Communication:

Essential Functions:

1. Communicates orally to the public, governmental officials, and other staff (e.g., Board of Supervisors, citizen groups, business associations, commissions, administrative and court hearings, and the press and media) to convey technical information on an individual basis, at group meetings, or at public hearings.

Public Relations:

Essential Functions:

1. Relates effectively with other governmental officials, citizen groups, special interest groups, and/or individual members of the public in communicating a variety of environmental/public health and safety law, policies, and regulations governing private, commercial, and industrial land use, and other environmental health matters.
2. Organizes, coordinates, and directs multi-disciplinary staff in the presentation and summary of project information and recommendations before citizens, local authorities, agency representatives, and land use, planning, environmental health, and development specialists.
3. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.

Budgeting, Contracting, and Grant Writing:

Essential Functions:

1. Prepares and processes contracts, grants, and subventions.
2. Participates in the departmental budget process by recommending service delivery levels and resource needs.
3. Establishes policies and procedures consistent with the established budget.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Concepts, theories, and regulations governing public health and safety protection through environmental protection activities in the areas of water, food, housing, hazardous materials management, land use, radiological and occupational health, and vector control.
- Federal, State, and local environmental health laws, ordinances, and policies.
- State Health and Safety, Cal/OSHA rules and regulations, and Administrative and Water Codes.
- Administration and supervision, including techniques of multi-disciplinary task management.

- Research practices applicable to data collection and analysis (e.g., social, economic, and physical factors in the development of alternative strategies for the use of resources in meeting community and regional needs).
- Environmental health inspections principles and phases.
- Solid, liquid, and hazardous materials management and resource recovery.
- Chemistry and laboratory techniques, including toxicology, hazardous material identification, and epidemiology.
- Laboratory quality control procedures.
- Vector control inspection and investigation methods and practices.
- Contract negotiation, administration, and monitoring.
- County budgetary and administrative procedures.
- Methods, techniques, and practices used to determine and control occupational health hazards.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Administer, organize, assign, and supervise the work of multi-disciplinary professional, technical, and non-professional staff.
- Prepare, implement, and direct the administrative policy related to environmental management issues and public health and safety.
- Apply a variety of professional methods and techniques in studying and devising practical solutions to environmental and occupational health problems/crises and violations of laws, regulations, and ordinances.
- Write general and technical reports.
- Prepare and deliver effective oral presentations on complex issues and recommendations.
- Effectively and critically evaluate complex discretionary cases and/or sensitive issues to formulate recommendations and policy.
- Interpret and understand scientific literature, technical, and laboratory reports.
- Discuss a variety of complex regulations and procedures with the public.
- Implement technical in-service training programs.
- Establish and maintain effective working relations with those contacted during the course of work.
- Work effectively in program coordination and committee facilitation.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of professional experience performing program management, coordination, and supervision in a public or environmental health program such as food and housing, vector control, or hazardous materials management, two (2) years of which must have been at an administrative or professional level comparable to a Supervising Environmental Health Specialist or equivalent in county service.

Note: A master's degree or equivalent from an accredited college or university in environmental, public, or occupational health, public administration, environmental engineering, a biological science, or a closely related field is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying objects weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Some positions require registration, certification, or accreditation in the following areas:

- Registration – Environmental Health Specialist, State of California.
- Certificate – Mosquito Control, Vertebrate Vector Control, and Terrestrial Invertebrate Vector Control, California Department of Health Services.
- Certificate – Comprehensive Practice of Industrial Hygiene, State of California.
- Certificate – Certified Risk Assessor, State of California.
- Certificate – Asbestos Consultant, State of California.
- Accreditation – Asbestos Management Planner, Environmental Protection Agency (EPA).

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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